

Supplier - Licensee Special Order Fulfillment Quick Reference Guide

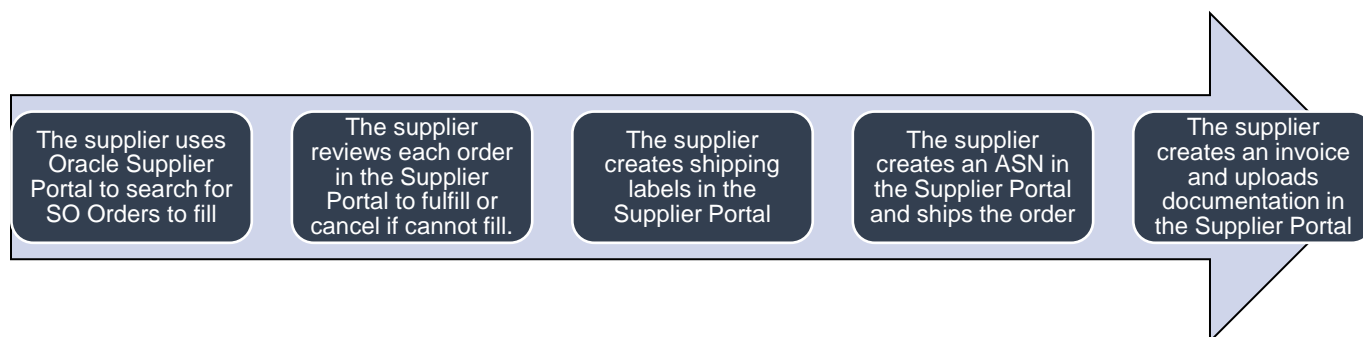
Introduction

Below is a summary of all steps that must happen, in the following sequence, in order for Special Orders (SOs) to be created, approved and fulfilled for licensees.

1. Licensee must authorize SO vendor for placement of SOs on behalf of the licensee account.
2. Vendor logs in to the Licensee Online Order Portal (LOOP) and creates an SO for licensee review/approval. Review the [Supplier - Special Order Entry in LOOP QRG](#) for guidance on this process.
3. Licensee approves SO, which passes the order from LOOP to the new Oracle Supplier Portal.
4. Supplier uses the Manage Orders dashboard to action the orders in the Oracle Supplier Portal. Supplier reviews each SO to confirm that it can be shipped in full.

From there, the supplier EITHER cancels the licensee SO if it cannot be fulfilled or proceeds as follows to fulfill in full.

5. A promise date is automatically established from the LOOP order as the request date plus 11-17 days, depending on the day of the week the order is created by the supplier. Optionally, the supplier may revise or update the promise date for a SO in the new Oracle Supplier Portal.
6. Supplier must print a label for each licensee SO in the new Oracle Supplier Portal.
7. Supplier must create an ASN for each licensee SO in the new Oracle Supplier Portal.
8. Supplier must create an invoice for each licensee SO in new Supplier Portal.



Notes:

- Once the supplier creates an advance shipment notice (ASN) for an order, payment will be collected by the Pennsylvania Liquor Control Board (PLCB) from the licensee, inclusive of any supplier-imposed delivery fee.
- For direct delivery fulfillment, the supplier will have to upload proof of delivery in the Oracle Supplier Portal as an attachment to the invoice entered.

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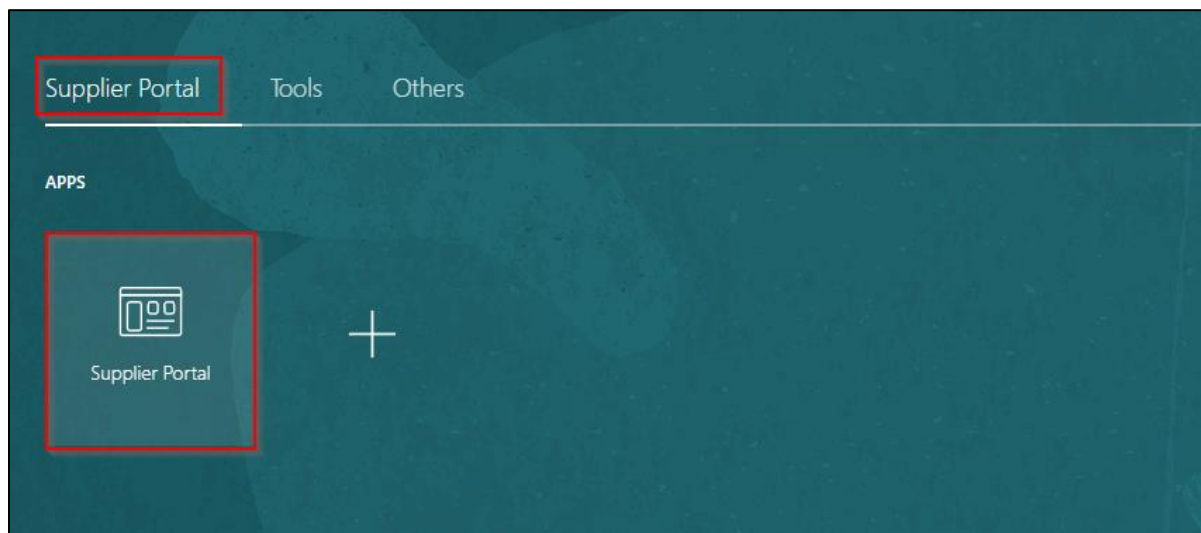
Glossary

Acronym	Meaning
ASN	Advance Shipment Notice
BU	Business Unit
CFIN	Oracle Cloud Financials
FW&GS	Fine Wine & Good Spirits
LOOP	Licensee Online Order Portal
LSC	Licensee Service Center
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
POD	Proof of Delivery
SO	Special Order
UOM	Unit of Measure

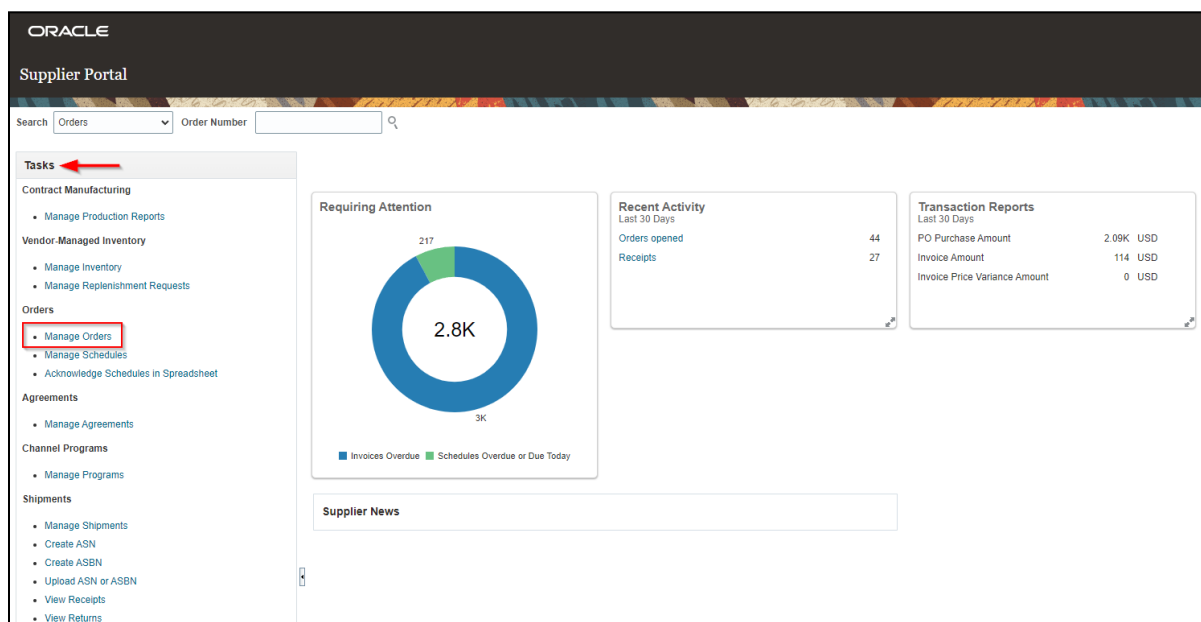
Select Licensee Special Order to View or Fulfill

Link to eLearning Video: [Supplier - Search for FW&GS Store or LSC Pickup Special Order](#)

1. Navigate to the Welcome Springboard.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



3. Click **Manage Orders** from the Tasks List.



- Click **Search** to see a list of the latest Orders or enter the [PO number] in the Order field and click **Search** to view a specific order.

Field Name	Field Type	Input	Instructions
Sold-to Legal Entity	Dropdown	Text	The default value is "Pennsylvania Liquor Control Board" (optional).
Bill-to BU	Dropdown	Text	Bill-to Business Unit (BU). The only available value is "Enterprise BU" (optional.)
Supplier Site	Dropdown	Text	Select [supplier site] from the dropdown menu (optional).
Order	User	Number	Enter the [PO number] (optional).
Status	Dropdown	Text	Choose [status] from the dropdown menu (optional).
Include Closed Documents	Dropdown	Text	The default value is "No" and will return only OPEN orders. Set to "Yes" to view ALL orders including those fully processed and CLOSED (optional).

The screenshot shows the Oracle Manage Orders interface. At the top, there's a header with the Oracle logo and navigation icons. Below the header, the title "Manage Orders" is displayed. The main area is divided into sections for search and results. The search section includes fields for "Sold-to Legal Entity" (set to "Pennsylvania Liquor Control Board"), "Bill-to BU", "Supplier Site", "Order", "Status", and "Include Closed Documents" (set to "No"). There are buttons for "Search", "Reset", and "Save...". The results section shows a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The table is currently empty, and a message "Columns Hidden: 24" is visible at the bottom.

Note: The list of orders displayed when hitting the Search key without entering an Order will include both Special Orders and Stock Orders that need to be filled listed by newest to oldest Order Date.

- In order to understand which orders are Special Orders perform the following steps.
Click **Schedules**.

The screenshot shows the 'Manage Orders' interface. In the top navigation bar, the 'Schedules' tab is highlighted with a red box. Below the header, there is a search section with various filters: 'Sold to Legal Entity', 'Supplier Site', 'Order', 'Line Description', 'Supplier Item', 'Ship to Location', and 'Status'. To the right of these filters are buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and a dropdown for 'All Schedules'. At the bottom right of the search section are 'Search', 'Reset', and 'Save...' buttons. Below the search section is a table with columns: Order, Supplier Site, Line, Line Description, Supplier Item, Schedule, Ordered Quantity, UOM, Pricing UOM, Price, Ordered Currency, Status, Ship to Location, Requested Date, Promised Date, Life Cycle, and Creation Date. The table currently shows 'No search conducted' and 'Columns Hidden: 40'.

- Click **Search**.

This screenshot is identical to the previous one, but the 'Search' button in the bottom right corner of the search section is highlighted with a red box. The 'Schedules' tab remains highlighted in the header.

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7. Click **View**, then click **Columns**.

The screenshot shows the 'Manage Orders' page with the 'View' dropdown menu open. The 'Columns' option is selected, which opens a sub-menu where 'Columns' is also highlighted. The main table below shows a list of orders with columns for Supplier Site, Line, Line Description, Supplier Item, Schedule, Ordered Quantity, UOM, Pricing UOM, Price, Ordered, Currency, Status, Ship-to Location, Requested Date, Promised Date, Customer Sales Order, and Ship-to.

Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Customer Sales Order	Ship-to
P-PA-NORTH-02	1	Plantation Rum Pineapple Stg.		1	1	Each	Each	23.46	23.46	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	10	Each	Each	4.01	40.10	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4	4/28/23			
P-PA-NORTH-02	1	Maschio Brut Prosecco Non Vi		1	1	Each	Each	1.27	1.27	USD	Open	5801 FOODS LLC	4/13/23	4/13/23	58170736	5801 FO
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4	3/24/23			
P-PA-NORTH-02	1	3-1.75L Crystal Head Vodka BC 3062704011...		1	28	Case	Case	156.60	4,384.80	USD	Open	DC5	3/24/23	3/24/23		
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4		3/24/23		
P-PA-NORTH-02	1	Mozart Dark Chocolate Cream		1	6	Each	Each	15.76	94.56	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	2	Woodford Reserve Bourbon Ke		1	6	Each	Each	30.30	181.80	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	3	Zandetto Prosecco DOC		1	12	Each	Each	7.31	87.72	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	4	Sycamore Lane Chardonnay		1	6	Each	Each	3.20	19.20	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	5	Sycamore Lane Pinot Grigio		1	6	Each	Each	3.19	19.14	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	1	Plantation Rum Pineapple Stg.		1	1	Each	Each	23.46	23.46	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	1	Each	Each	4.01	4.01	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
P-PA-NORTH-02	1	Alta Vista Estate Torrontes Sat		1	2	Each	Each	7.96	15.92	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc
P-PA-NORTH-02	2	Alta Vista Estate Malbec Mend		1	2	Each	Each	7.96	15.92	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc

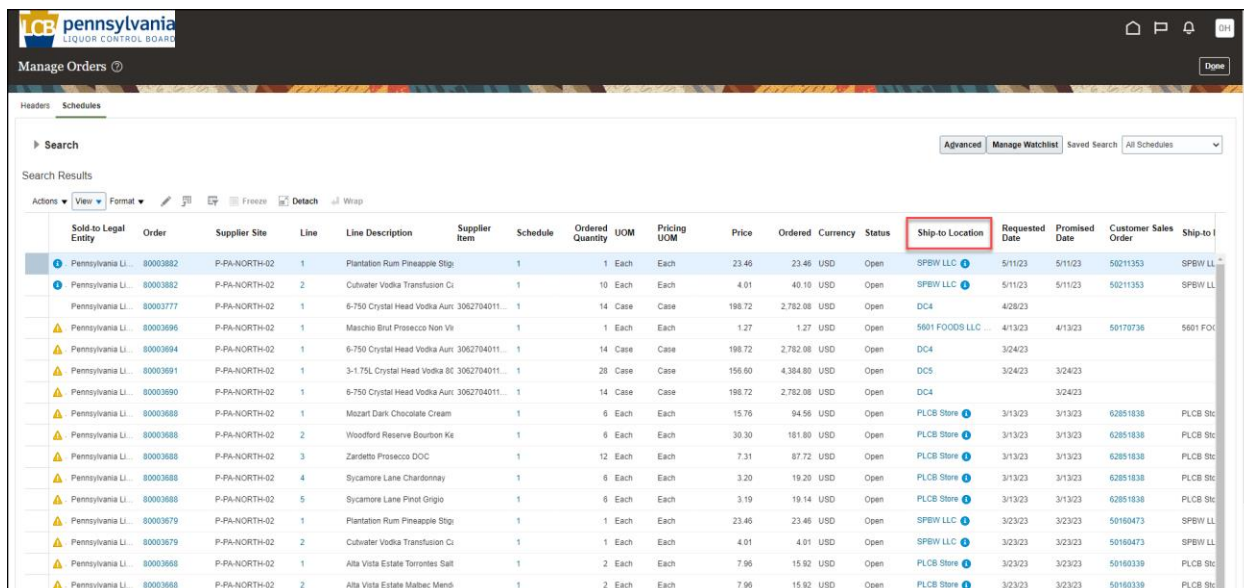
8. Click **Show All**.

The screenshot shows the 'Manage Orders' page with the 'Columns' dropdown menu open. The 'Show All' option is selected. The main table below shows a list of orders with columns for Supplier Site, Line, Line Description, Supplier Item, Schedule, Ordered Quantity, UOM, Pricing UOM, Price, Ordered, Currency, Status, Ship-to Location, Requested Date, Promised Date, Customer Sales Order, and Ship-to.

Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Customer Sales Order	Ship-to
P-PA-NORTH-02	1	Plantation Rum Pineapple Stg.		1	1	Each	Each	23.46	23.46	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	10	Each	Each	4.01	40.10	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4	4/28/23			
P-PA-NORTH-02	1	Maschio Brut Prosecco Non Vi		1	1	Each	Each	1.27	1.27	USD	Open	5801 FOODS LLC	4/13/23	4/13/23	58170736	5801 FO
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4	3/24/23			
P-PA-NORTH-02	1	3-1.75L Crystal Head Vodka BC 3062704011...		1	28	Case	Case	156.60	4,384.80	USD	Open	DC5	3/24/23	3/24/23		
P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur: 3062704011...		1	14	Case	Case	198.72	2,782.08	USD	Open	DC4		3/24/23		
P-PA-NORTH-02	1	Mozart Dark Chocolate Cream		1	6	Each	Each	15.76	94.56	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	2	Woodford Reserve Bourbon Ke		1	6	Each	Each	30.30	181.80	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	3	Zandetto Prosecco DOC		1	12	Each	Each	7.31	87.72	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	4	Sycamore Lane Chardonnay		1	6	Each	Each	3.20	19.20	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	5	Sycamore Lane Pinot Grigio		1	6	Each	Each	3.19	19.14	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
P-PA-NORTH-02	1	Plantation Rum Pineapple Stg.		1	1	Each	Each	23.46	23.46	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	1	Each	Each	4.01	4.01	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
P-PA-NORTH-02	1	Alta Vista Estate Torrontes Sat		1	2	Each	Each	7.96	15.92	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc
P-PA-NORTH-02	2	Alta Vista Estate Malbec Mend		1	2	Each	Each	7.96	15.92	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc

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The Ship-to-Location is added to the Search Results columns. Scrolling to the right will also show more columns that were added.

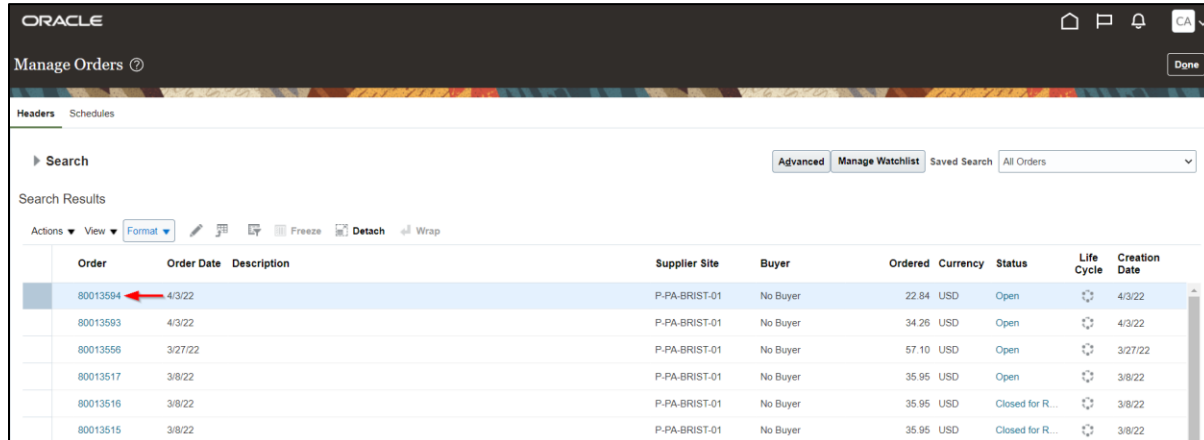


Sold to Legal Entity	Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered Currency	Status	Ship-to Location	Requested Date	Promised Date	Customer Sales Order	Ship-to Location
Pennsylvania LI...	80003882	P-PA-NORTH-02	1	Plantation Rum Pineapple Stg		1	1	Each	Each	23.46	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
Pennsylvania LI...	80003882	P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	10	Each	Each	4.01	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
Pennsylvania LI...	80003777	P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur	3062704011...	1	14	Case	Case	198.72	USD	Open	DC4	4/28/23			
Pennsylvania LI...	80003696	P-PA-NORTH-02	1	Maschio Brut Prosecco Non Vi		1	1	Each	Each	1.27	USD	Open	5801 FOODS LLC	4/13/23	4/13/23	50170736	5801 FO
Pennsylvania LI...	80003694	P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur	3062704011...	1	14	Case	Case	198.72	USD	Open	DC4	3/24/23			
Pennsylvania LI...	80003691	P-PA-NORTH-02	1	3-1.75L Crystal Head Vodka 8C	3062704011...	1	28	Case	Case	156.60	USD	Open	DC5	3/24/23	3/24/23		
Pennsylvania LI...	80003690	P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur	3062704011...	1	14	Case	Case	198.72	USD	Open	DC4	3/24/23			
Pennsylvania LI...	80003688	P-PA-NORTH-02	1	Mozart Dark Chocolate Cream		1	6	Each	Each	15.76	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
Pennsylvania LI...	80003688	P-PA-NORTH-02	2	Woodford Reserve Bourbon Ke		1	6	Each	Each	30.30	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
Pennsylvania LI...	80003688	P-PA-NORTH-02	3	Zandetto Prosecco DOC		1	12	Each	Each	7.31	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
Pennsylvania LI...	80003688	P-PA-NORTH-02	4	Sycamore Lane Chardonnay		1	6	Each	Each	3.20	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
Pennsylvania LI...	80003688	P-PA-NORTH-02	5	Sycamore Lane Pinot Grigio		1	6	Each	Each	3.19	USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Stc
Pennsylvania LI...	80003679	P-PA-NORTH-02	1	Plantation Rum Pineapple Stg		1	1	Each	Each	23.46	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
Pennsylvania LI...	80003679	P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	1	Each	Each	4.01	USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
Pennsylvania LI...	80003668	P-PA-NORTH-02	1	Alta Vista Estate Torrontes Sali		1	2	Each	Each	7.96	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc
Pennsylvania LI...	80003668	P-PA-NORTH-02	2	Alta Vista Estate Matbec Mendi		1	2	Each	Each	7.96	USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc

Note: Special Orders can be identified by looking for the following information:

- Ship-to is a PLCB Store, Licensee Service Center (LSC) or a customer address
- Document Type is Non-Bailment
- Blue information icon – with message “scheduled goods shipped to a third party”

9. Click the hyperlink for the Order number to be reviewed under the Order Column.



Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
80013594	4/3/22		P-PA-BRIST-01	No Buyer	22.84	USD	Open		4/3/22
80013593	4/3/22		P-PA-BRIST-01	No Buyer	34.26	USD	Open		4/3/22
80013556	3/27/22		P-PA-BRIST-01	No Buyer	57.10	USD	Open		3/27/22
80013517	3/8/22		P-PA-BRIST-01	No Buyer	35.95	USD	Open		3/8/22
80013516	3/8/22		P-PA-BRIST-01	No Buyer	35.95	USD	Closed for R...		3/8/22
80013515	3/8/22		P-PA-BRIST-01	No Buyer	35.95	USD	Closed for R...		3/8/22

10. Review Order details.

Field Name	Field Type	Input	Instructions
Order	Number	Auto	Displays order number.
Status	Text	Auto	Displays current status.
Bill-to Location	Text	Auto	Displays bill-to location.
Ship-to Location	Text	Auto	Displays PLCB Store, LSC or address for direct delivery. If Ship-to Location is a DC, this is not a Special Order.
Ordered	Number	Auto	Displays total ordered dollars.
Payment Terms	Text	Auto	Displays payment terms assigned to PO. Inherited directly from Oracle Cloud Financials (CFIN).
Item	Number	Auto	Displays line items ordered.
Quantity	Number	Auto	Displays line quantity ordered.
UOM	Text	Auto	Displays line item unit of measure.
Price	Number	Auto	Displays line item unit price.

ORACLE

Non-Bailment Order: 80013594

Print PO Print Special Order Shipping Label Acknowledge Actions Refresh Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: VINTAGE IMPORTS INC.
 Ordered: 22.84 USD

Bill-to BU: ENTERPRISE BU
 Supplier Site: P-PA-BRIST-01
 Description: BPA_1865

Order: 80013594
 Status: Open
 Buyer: No Buyer
 Creation Date: 4/3/22

Supplier Contact: PLCB - AP OFFICE
 Bill-to Location: PLCB - AP OFFICE
 Ship-to Location: LICENSEE SERVICE CENTER

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 50

Shipping Method: Customer Self Pickup-Truckload-Ground
 Freight Terms: None
 FOB: Pay on receipt
 Confirming order

Additional Information

Purchase Order Type: Contract Type: Context Prompt
 Supplier Terms & Conditions: Contract Number
 Contract Reference: Procurement Source

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	000592159	Emilio Lustau Vermut White Sherry Jerez Non Vintage	2	Each	11.42	22.84	Open

Columns Hidden: 15

11. Click **Done** if just viewing the order. Partial order fulfillment is not allowed for licensee Special Orders (SOs). Suppliers must cancel the order (drop ship PO) if they cannot fulfill the order in full. Based on the review of the order, continue on to the next section to fulfill the Special Order or go to [Cancel Order](#) if you cannot fill the order in full.

ORACLE

Non-Bailment Order: 80013556

Print PO Print Special Order Shipping Label Acknowledge Actions Refresh Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: VINTAGE IMPORTS INC.
 Ordered: 57.10 USD

Bill-to BU: ENTERPRISE BU
 Supplier Site: P-PA-BRIST-01
 Description: BPA_1865

Order: 80013556
 Status: Open
 Buyer: No Buyer
 Creation Date: 3/27/22

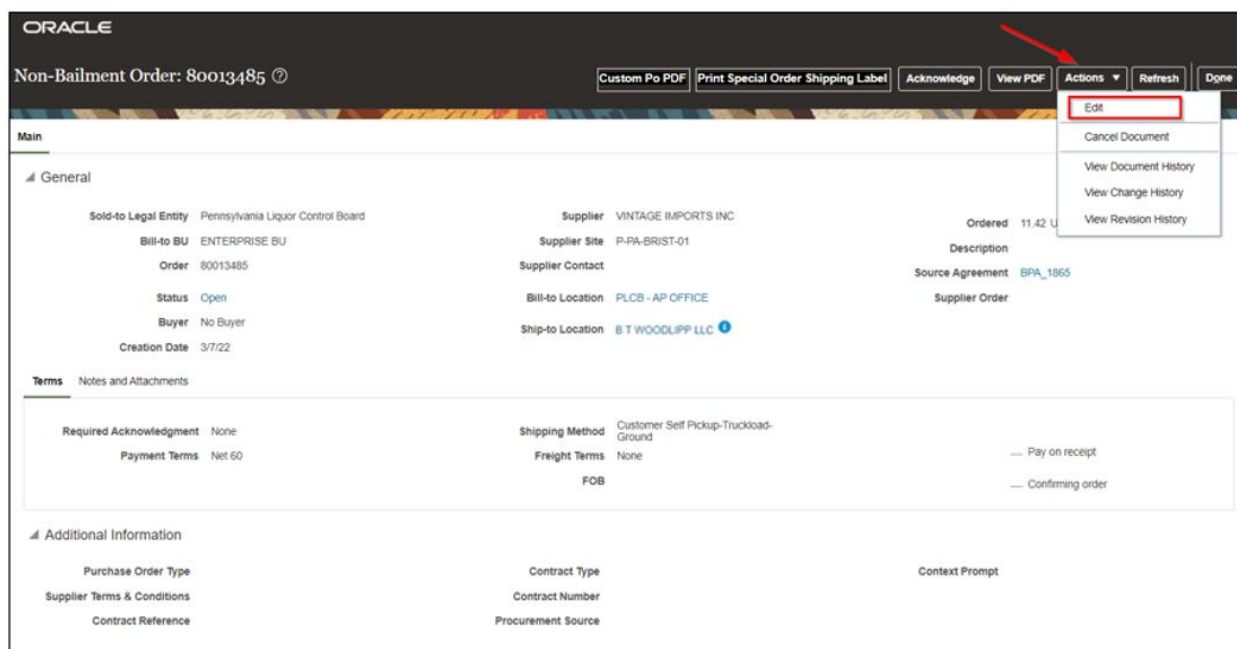
Supplier Contact: PLCB - AP OFFICE
 Bill-to Location: PLCB - AP OFFICE
 Ship-to Location: PLCB Store

Update Promised Delivery Date

A promise date is automatically established from the LOOP order as the request date plus 11-17 days, depending on the day of the week the order is created by the supplier. Optionally, the supplier may revise or update the promise date for a SO in the new Oracle Supplier Portal. The promise date can be set up as any future date. Changes to the promise date are reviewed and approved by the SO Team.

Link to eLearning Video: [Supplier - Update the Promised Delivery Date on a Licensee Special Order](#)

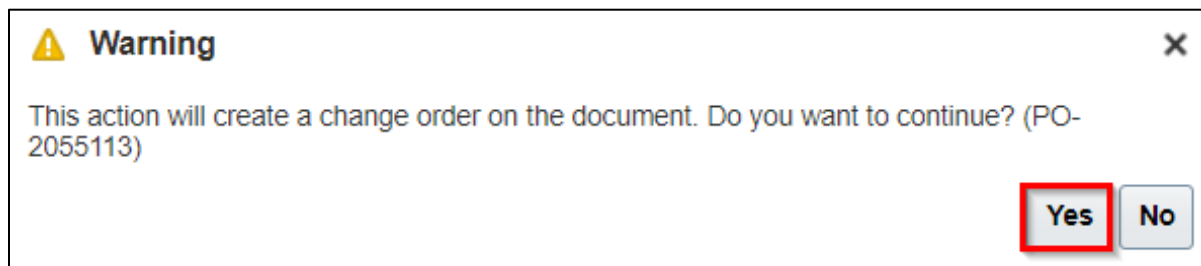
1. From the selected order, click the **Actions** dropdown, then select **Edit**.



The screenshot shows the Oracle Supplier Portal interface for a Non-Bailment Order (80013485). The 'Actions' dropdown menu is open, showing options: Edit, Cancel Document, View Document History, View Change History, and View Revision History. The 'Edit' option is highlighted with a red box. The main content area displays order details under the 'General' tab, including Sold-to Legal Entity (Pennsylvania Liquor Control Board), Bill-to BU (ENTERPRISE BU), Order (80013485), Status (Open), Buyer (No Buyer), and Creation Date (3/7/22). It also shows Supplier (VINTAGE IMPORTS INC), Supplier Site (P-PA-BRIST-01), Supplier Contact, Bill-to Location (PLCS - AP OFFICE), Ship-to Location (B T WOODLIFF LLC), and Ordered (11.42 U). The 'Terms' tab shows Required Acknowledgment (None), Payment Terms (Net 60), Shipping Method (Customer Self Pickup-Truckload-Ground), Freight Terms (None), and FOB. The 'Additional Information' tab shows Purchase Order Type, Supplier Terms & Conditions, Contract Reference, Contract Type, Contract Number, and Procurement Source.

A small pop-up window will appear.

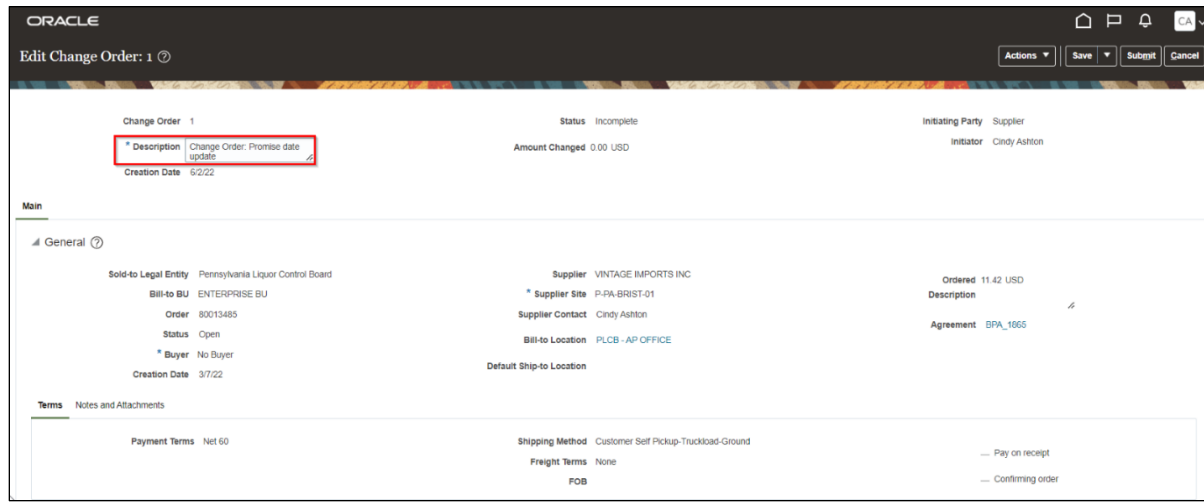
2. Click **Yes**.



The screenshot shows a warning pop-up window with a yellow warning icon and the text: "Warning. This action will create a change order on the document. Do you want to continue? (PO-2055113)". At the bottom right, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box.

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3. Enter **Description** explaining the reason for the change in Promise Date.



Oracle
Edit Change Order: 1

Change Order 1
Status: Incomplete
Amount Changed: 0.00 USD
Initiating Party: Supplier
Initiator: Cindy Ashton

* Description: Change Order: Promise date update
Creation Date: 6/2/22

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
Bill-to BU: ENTERPRISE BU
Order: 80013485
Status: Open
Buyer: No Buyer
Creation Date: 3/7/22

Supplier: VINTAGE IMPORTS INC
Supplier Site: P-PA-BRIST-01
Supplier Contact: Cindy Ashton
Bill-to Location: PLCB - AP OFFICE
Default Ship-to Location

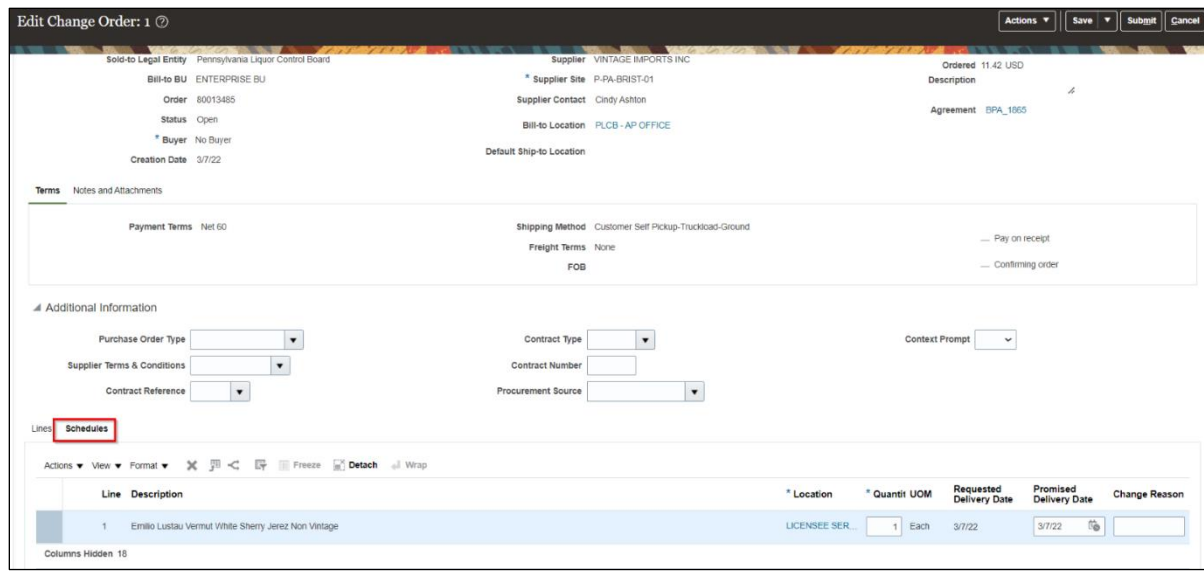
Ordered: 11.42 USD
Description
Agreement: BPA_1065

Terms: Notes and Attachments

Payment Terms: Net 60
Shipping Method: Customer Self Pickup-Truckload-Ground
Freight Terms: None
FOB

Pay on receipt
Confirming order

4. Click **Schedules Tab**.



Oracle
Edit Change Order: 1

Change Order 1
Status: Incomplete
Amount Changed: 0.00 USD
Initiating Party: Supplier
Initiator: Cindy Ashton

* Description: Change Order: Promise date update
Creation Date: 6/2/22

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
Bill-to BU: ENTERPRISE BU
Order: 80013485
Status: Open
Buyer: No Buyer
Creation Date: 3/7/22

Supplier: VINTAGE IMPORTS INC
Supplier Site: P-PA-BRIST-01
Supplier Contact: Cindy Ashton
Bill-to Location: PLCB - AP OFFICE
Default Ship-to Location

Ordered: 11.42 USD
Description
Agreement: BPA_1065

Terms: Notes and Attachments

Payment Terms: Net 60
Shipping Method: Customer Self Pickup-Truckload-Ground
Freight Terms: None
FOB

Pay on receipt
Confirming order

Additional Information

Purchase Order Type
Supplier Terms & Conditions
Contract Reference
Contract Type
Contract Number
Procurement Source
Context Prompt

Schedules

Line Description * Location * Quant UOM Requested Delivery Date Promised Delivery Date Change Reason

1 Emilio Lustau Vermut White Sherry Jerez Non Vintage LICENSEE SER... 1 Each 3/7/22 3/7/22

Columns Hidden: 18

Supplier - Licensee Special Order Fulfillment Quick Reference Guide

5. Update the [Promised Delivery Date] to the date you anticipate delivery to be made.

Edit Change Order: 1

Actions Save Submit Cancel

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: VINTAGE IMPORTS INC
 Ordered: 11.42 USD

Bill-to BU: ENTERPRISE BU
 * Supplier Site: P-PA-BRIST-01
 Description:

Order: 80013485
 Supplier Contact: Cindy Ashton
 Agreement: BPA_1665

Status: Open
 Bill-to Location: PLCB - AP OFFICE

* Buyer: No Buyer
 Creation Date: 3/7/22
 Default Ship-to Location:

Terms Notes and Attachments

Payment Terms: Net 60
 Shipping Method: Customer Self Pickup-Truckload-Ground
 Freight Terms: None
 FOB

Additional Information

Purchase Order Type:
 Contract Type:
 Context Prompt:
 Supplier Terms & Conditions:
 Contract Number:
 Contract Reference:
 Procurement Source:

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	* Location	* Quantit UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Emilio Lustau Vermut White Sherry Jerez Non Vintage	LICENSEE SER...	1 Each	3/7/22	6/30/22	Unable to fulfill g

Columns Hidden: 18

6. Click **Save**, then click **Submit**.

Edit Change Order: 1

Actions Save Submit Cancel

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Supplier: VINTAGE IMPORTS INC
 Ordered: 11.42 USD

Bill-to BU: ENTERPRISE BU
 * Supplier Site: P-PA-BRIST-01
 Description:

Order: 80013485
 Supplier Contact: Cindy Ashton
 Agreement: BPA_1665

Status: Open
 Bill-to Location: PLCB - AP OFFICE

* Buyer: No Buyer
 Creation Date: 3/7/22
 Default Ship-to Location:

Terms Notes and Attachments

Payment Terms: Net 60
 Shipping Method: Customer Self Pickup-Truckload-Ground
 Freight Terms: None
 FOB

Additional Information

Purchase Order Type:
 Contract Type:
 Context Prompt:
 Supplier Terms & Conditions:
 Contract Number:
 Contract Reference:
 Procurement Source:

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Description	* Location	* Quantit UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Emilio Lustau Vermut White Sherry Jerez Non Vintage	LICENSEE SER...	1 Each	3/7/22	6/30/22	Unable to fulfill g

Columns Hidden: 18

A Confirmation message box will appear.

7. Click OK.

The screenshot shows the Oracle Non-Bailment Order interface for order number 80013485. A confirmation dialog box is displayed in the center, stating: "The change order 1 for document Non-Bailment Order number 80013485 was submitted for approval." The dialog box has an "OK" button. The background interface shows the following details:

General		Supplier		Ordered
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	11.42 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description
Order	80013485	Supplier Contact	Cindy Ashton	Source Agreement
Status	Open	Bill-to Location	PLCB - AP OFFICE	BPA_1865
Buyer	No Buyer	Ship-to Location	B T WOODLIFF LLC	Supplier Order
Creation Date	3/7/22			

Terms Notes and Attachments

Required Acknowledgment		Shipping Method		
None		Customer Self Pickup-Truckload-Ground		Pay on receipt
Payment Terms	Net 60	Freight Terms	None	Confirming order
		FOB		

Additional Information

Purchase Order Type	Contract Type	Context Prompt
Supplier Terms & Conditions	Contract Number	
Contract Reference	Procurement Source	

Note: The change order will be submitted for approval by the SO Team. The order status will be *Open* with an information icon stating, "A change order is pending." Supplier must await SO Team approval of the updated promise date before proceeding to creation of a shipping label.

The screenshot shows the Oracle Non-Bailment Order interface for order number 80013485. The status is now "Open" with an information icon. A tooltip message is displayed: "A change order is pending." The background interface shows the following details:

General		Supplier		Ordered
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	11.42 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description
Order	80013485	Supplier Contact	Cindy Ashton	Source Agreement
Status	Open	Bill-to Location	PLCB - AP OFFICE	BPA_1865
Buyer	No Buyer	Ship-to Location	B T WOODLIFF LLC	Supplier Order
Creation Date	3/7/22			

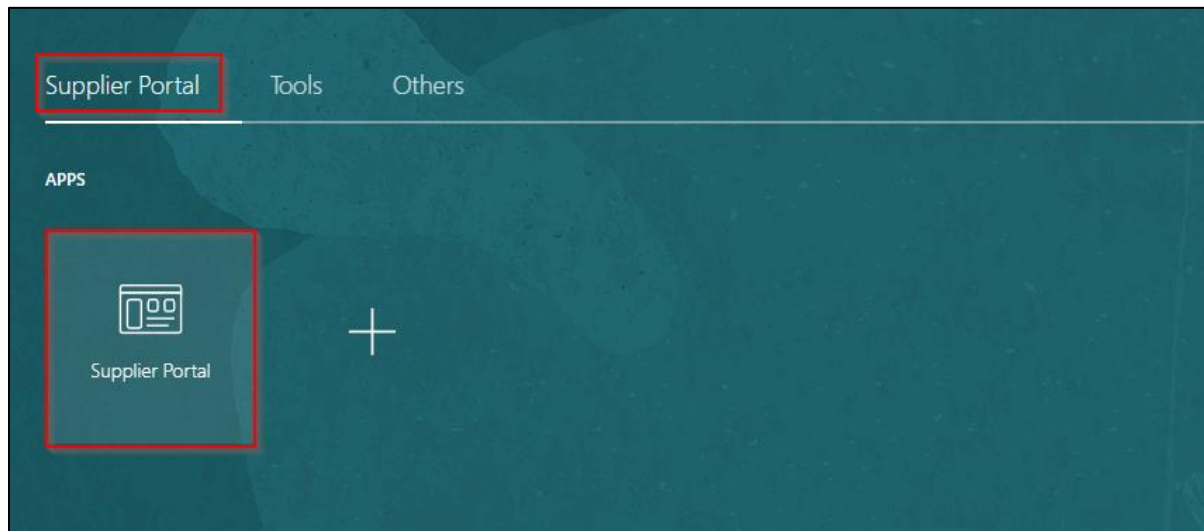
Terms Notes and Attachments

Required Acknowledgment		Shipping Method		
None		Customer Self Pickup-Truckload-Ground		Pay on receipt
Payment Terms	Net 60	Freight Terms	None	Confirming order
		FOB		

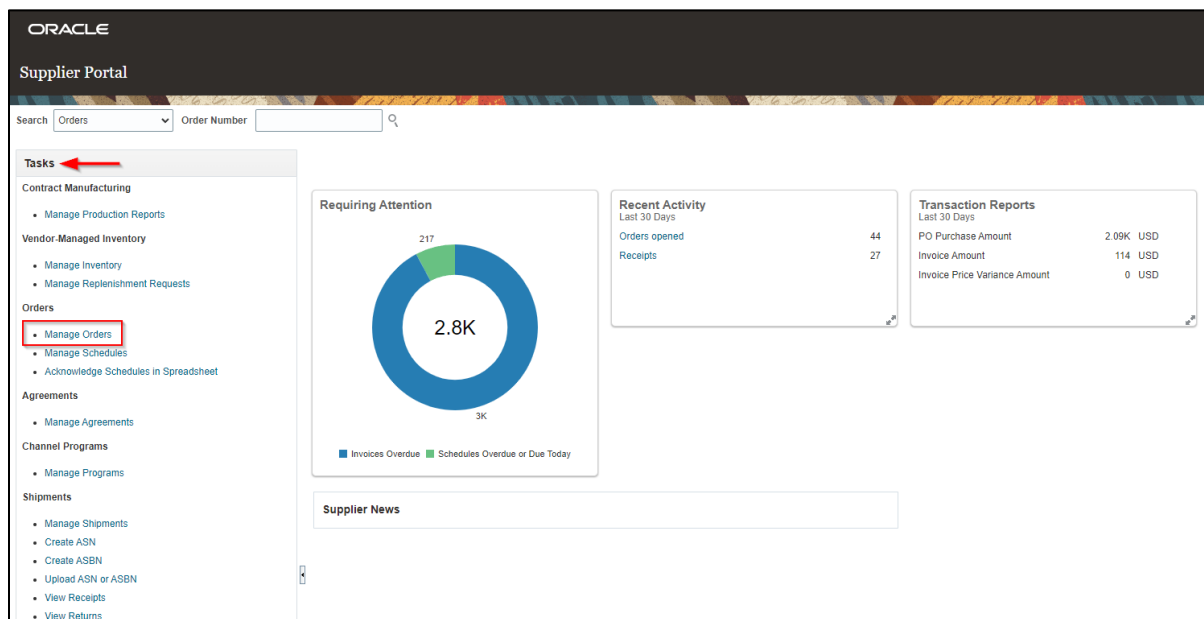
Print Shipping Label

Link to Learning video: [Supplier - Print Licensee Special Order Shipping Label](#)

1. Navigate to the Welcome Springboard.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



3. Click **Manage Orders** from the Tasks List.



3. Enter [PO Number] in the Order field, then click **Search**.

4. From the selected order, click **Print Special Order Shipping Label** to print shipping label.

Another Window Opens.

5. Click **printer icon** in top right corner.

6. Click **Print**.


FINE WINE & GOOD SPIRITS

Special Order Shipping Label

Ship From Details:
Supplier # 02670
CLASSIC WINES INC

Ship To Address:
BELLEVUE LL, INC. & HYATT CORPORATION
1415 CHANCELLOR COURT
PHILADELPHIA, PA 19102

Order Number: 10000138



Ordered Date Jul 12, 2022

Customer Number : 11174
Customer Name : BELLEVUE LL, INC. &
HYATT CORPORATION

BOX ____ of ____

Supplier Contact: (____) - ____

Print 1 sheet of paper

Destination 🖨 Microsoft MS-XPS Cla ▾

Pages All ▾

Copies 1

Paper size Letter ▾

Pages per sheet 1 ▾

Scale Default ▾

Print using system dialog... (Ctrl+Alt+P) 🔗

Print
Cancel

7. Click **Done** or pursue following steps to continue fulfilling the order.

ORACLE

Non-Bailment Order: 80013514 ⓘ

Print PO
Print Special Order Shipping Label
Acknowledge
Actions ▾
Refresh
Done

Main

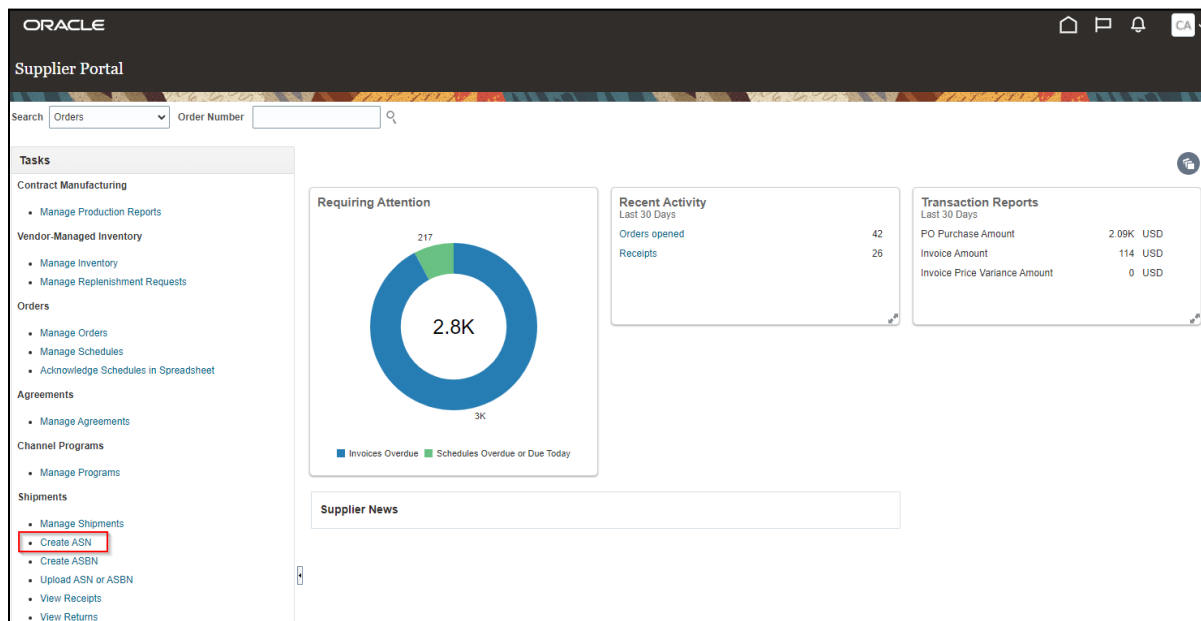
General

Sold-to Legal Entity: Pennsylvania Liquor Control Board	Supplier: VINTAGE IMPORTS INC	Ordered: 57.10 USD
Bill-to BU: ENTERPRISE BU	Supplier Site: P-PA-BRIST-01	Description:
Order: 80013514	Supplier Contact: Cindy Ashton	Source Agreement: BPA_1865
Status: Open	Bill-to Location: PLCB - AP OFFICE	Supplier Order
Buyer: No Buyer	Ship-to Location: B T WOODLIPP LLC ⓘ	
Creation Date: 3/8/22		

Create ASN

Link to Learning video: [Supplier - Create ASN for Licensee Special Order](#)

1. Return to the **Supplier Portal Landing Page** and click **Create ASN** from the Tasks List.



Supplier Portal

Search: Orders Order Number

Tasks

- Contract Manufacturing
 - Manage Production Reports
- Vendor-Managed Inventory
 - Manage Inventory
 - Manage Replenishment Requests
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN**
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns

Requiring Attention

2.8K

217

3K

Invoices Overdue Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Activity	Count
Orders opened	42
Receipts	26

Transaction Reports

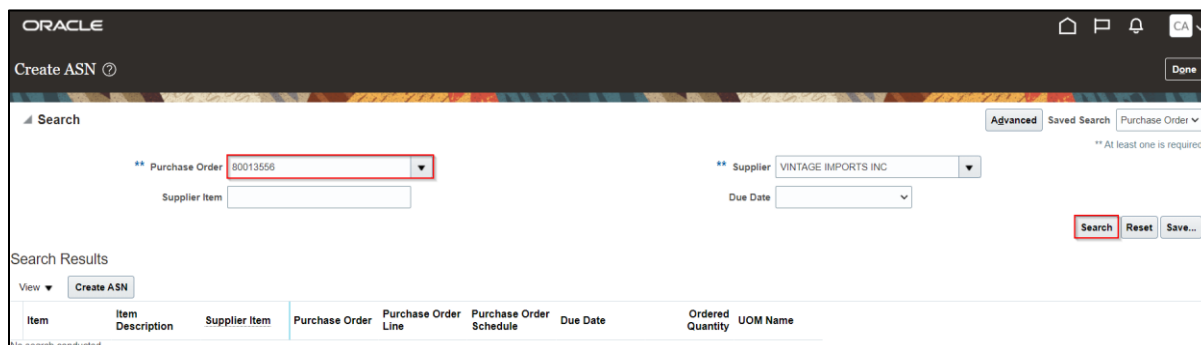
Last 30 Days

Report	Amount
PO Purchase Amount	2.09K USD
Invoice Amount	114 USD
Invoice Price Variance Amount	0 USD

Supplier News

2. Enter Purchase Order (PO) number under Create ASN section and click **Search**.

Field Name	Field Type	Input	Instructions
Purchase Order**	Number	Dropdown	Enter [PO number].
Supplier Item	Text	User	(Optional.)
Supplier**	Text	Dropdown	Choose a [supplier] from the dropdown.
Due Date	Date	User	Choose a [date] that POs are due.



Oracle Create ASN Search Interface

Search Section:

- Purchase Order**:** 80013556 (highlighted with a red box)
- Supplier**:** VINTAGE IMPORTS INC
- Supplier Item:** (Empty)
- Due Date:** (Empty)
- Buttons:** Search (highlighted with a red box), Reset, Save...

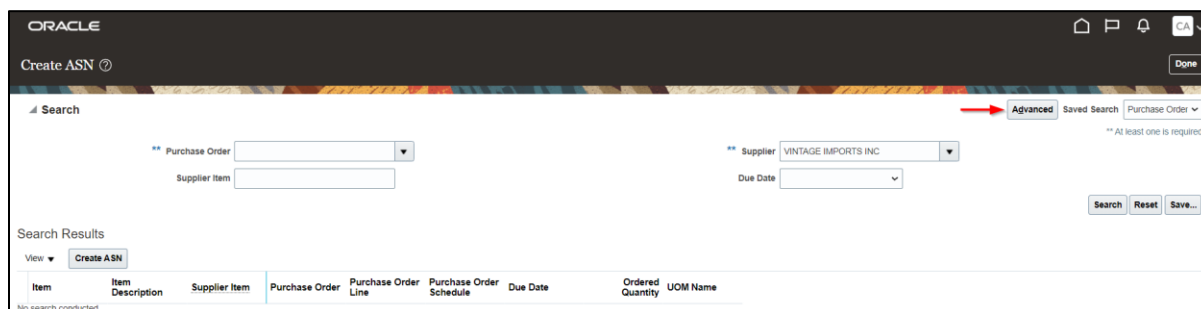
Search Results Section:

View: Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted								

Note: Fields marked with double asterisks (**) mean that at least one of those fields must be entered for searching.

3. Alternatively, click **Advanced** to use additional search parameters.



Oracle Create ASN Search Interface (Advanced Tab)

Search Section:

- Purchase Order**:** (Empty)
- Supplier**:** VINTAGE IMPORTS INC
- Supplier Item:** (Empty)
- Due Date:** (Empty)
- Buttons:** Search (highlighted with a red box), Reset, Save...

Search Results Section:

View: Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted								

4. Click **Add Fields** to include more search parameters and click **Search**.

Oracle Create ASN

Advanced Search

Basic Saved Search Purchase Order

** Purchase Order

Supplier Item Starts with

Ship-to Location

Supplier Site

** Supplier VINTAGE IMPORTS INC

Sold-to Legal Entity

Due Date

Search Reset Save... Add Fields Reorder

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

5. Select **Purchase Order** and **Purchase Order Line**. Click **Create ASN**.

Oracle Create ASN

Search

Advanced Saved Search Purchase Order

Search Results

View Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
000592159	Emilio Lustau V...	80013556	1	1	1	3/27/22	5 Each	

Notes: Special Orders must be shipped in full. When creating the ASN select all PO lines by using Ctrl+ Select lines or use the top left blank cell to select all lines together.

As a best practice, always review the PO details before creating an ASN.

6. Enter the following information under the section Create ASN Details. Click **Submit**.

Field Name	Field Type	Input	Instructions
Shipment*	Text	User	Enter a unique shipment number (established by the supplier).
Shipped Date*	Date	User	Enter [shipped date] upon shipment of the order. The shipped date must not be later than the current date.
Expected Receipt Date*	Date	User	Enter the [date the shipment is expected to be received] at the delivery destination. This value must be the same as Shipped Date or later.
Freight Term	Dropdown	User	Disregard, not used for Special Orders.
Shipping Method	Dropdown	User	Disregard, not used for Special Orders.
Number of Supplier Packing Units	Number	User	Disregard, not used for Special Orders.
Bill of Lading	Text	User	Disregard, not used for Special Orders.
Waybill	Text	User	Disregard, not used for Special Orders.
Packing Slip	Text	User	Disregard, not used for Special Orders.
Packing Code	Text	User	Disregard, not used for Special Orders.
Special Handling Code	Text	User	Disregard, not used for Special Orders.
Tare Weight	Number	User	Disregard, not used for Special Orders.
Tare Weight UOM	Dropdown	User	Disregard, not used for Special Orders.
Net Weight	Number	User	Disregard, not used for Special Orders.
Net Weight UOM	Dropdown	User	Disregard, not used for Special Orders.
Comments	Text	User	Disregard, not used for Special Orders.
Quantity*	Number	User	Enter shipped quantity value (must match the ordered quantity, partial shipments are NOT allowed).
UOM Name	Dropdown	Auto	Defaults to the Ordered UOM.

Note: Fields marked with a single asterisk (*) are mandatory fields, therefore must be entered.

Oracle will not allow you to enter the same shipment number more than once. If the supplier enters a duplicate, an error will be displayed after clicking the submit button.

7. Click **OK**.

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
000592159	Emilio Lustau V...	80013556		5	Each		5	Each	0

Note: You cannot edit an ASN once submitted.

8. Click **Done**.

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
000592159	Emilio Lustau V...	80013556	1	1		3/27/22	5	Each

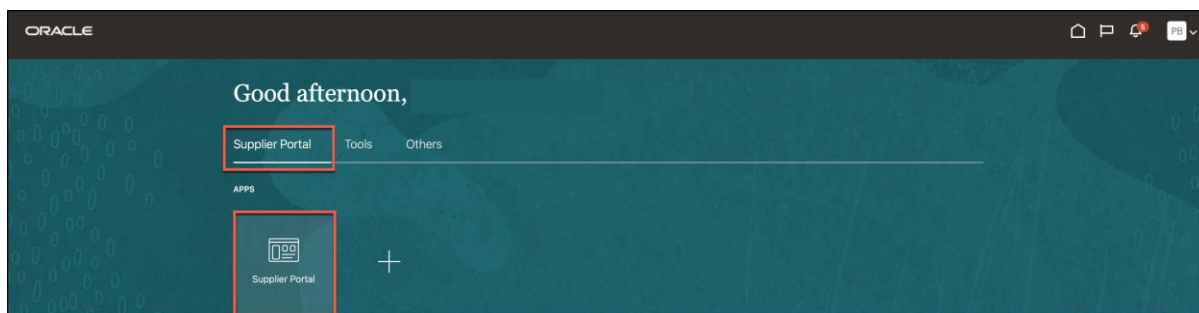
Create Invoice in Supplier Portal

Link to eLearning Video: [Supplier - Create an Invoice in Oracle Supplier Portal](#)

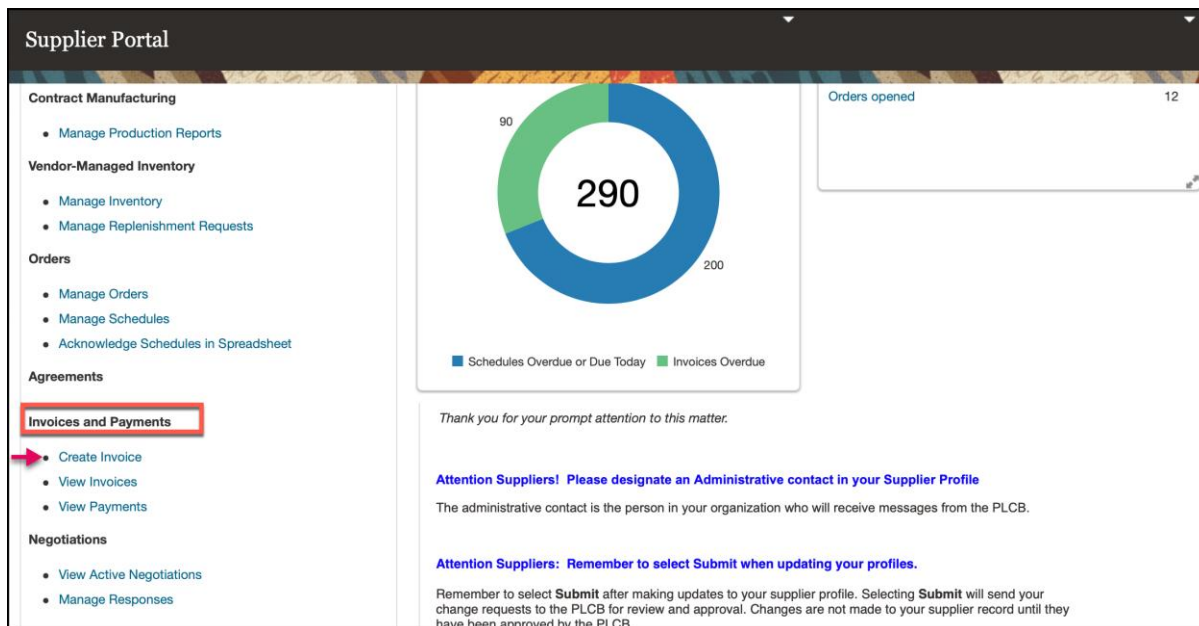
After creating an ASN and shipping an SO, the supplier may create an invoice for the shipped SO. The invoice entered must include both merchandise and non-merchandise costs. For direct delivery orders, proof of delivery must be attached to the invoice.

Note: All invoices for licensee SOs must be created within the Supplier Portal according to the following steps.

1. Log in to the Oracle Supplier Portal.
2. Click **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



3. Click the **Create Invoice Link** under Invoices and Payments.



4. Enter the following fields:

Field Name	Field Type	Input	Instructions
Identifying PO*	Dropdown	User	Select the [PO] against which invoice is to be created.
Supplier Site*	Number	Auto	Defaults from entered PO.
Address	Text	Auto	Defaults from entered PO.
Invoice Number*	Number	User	Enter [unique invoice identifier]. Invoice Number is a free text field, but needs to be unique for the supplier.
Date*	Date	User	Select the current date.
Type*	Dropdown	Auto	Auto-populates to "Invoice" when page opens.

Note: Fields marked with an asterisk are mandatory, therefore a value must be present. In many cases a default value may be populated based on another field.

Note: The primary payment site will automatically populate. If there is no primary payment site and there is more than one payment site, select the payment site accordingly.

5. Click **Attachments +** to add proof of delivery for direct-delivered licensee Special Orders.

Attachment window will appear.

Create Invoice ⓘ

Identifying PO: PO_2081
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [blank]
Remit-to Bank Account: [blank]
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None ⓘ
Tax Control Amount: [blank]

Customer: [blank]
Customer Taxpayer ID: 23-6003016

Attachments ⓘ

Actions View ⓘ

Type	Category	* File Name or URL	Title	Description	Attached By
File ⓘ	From Suppl ⓘ	Choose File no file selected			Javier Traves

Rows Selected 1

OK Cancel

Notes: Proof of delivery for direct-delivered SOs must be attached using the “Supporting Document” category (see following below). These must be in PDF format.

6. Select “Supporting Document” from **Category** dropdown list, then **Choose File** button and select the file you want to attach.

Create Invoice ⓘ

Identifying PO: PO_2081
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [blank]
Remit-to Bank Account: [blank]
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None ⓘ
Tax Control Amount: [blank]

Customer: [blank]
Customer Taxpayer ID: 23-6003016

Attachments ⓘ

Actions View ⓘ

Type	Category	* File Name or URL	Title	Description	Attached By
File ⓘ	From Supplier	no file selected			Javier Traves

Rows Selected 1

OK Cancel

7. Click **OK** to attach the document.

Create Invoice ⓘ

Identifying PO: PO_2081
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [Empty]
Remit-to Bank Account: [Empty]
Unique Remittance Identifier: [Empty]
Unique Remittance Identifier Check Digit: [Empty]
Description: [Empty]
Attachments: None ⓘ
Tax Control Amount: [Empty]

Customer: [Empty]
Customer Taxpayer ID: 23-6003016

Attachments ⓘ

Actions View ⓘ

Type	Category	File Name or URL	Title	Description	Attached By
File ⓘ	From Supplier ⓘ	Choose File no file selected	[Empty]	[Empty]	Javier Traves

Rows Selected 1

OK **Cancel**

8. Go to the Lines Section, then click the **Select and Add Button** to match to the PO lines. Select all lines.

ORACLE

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: PO_2122
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [Empty]
Remit-to Bank Account: [Empty]
Unique Remittance Identifier: [Empty]
Unique Remittance Identifier Check Digit: [Empty]
Description: [Empty]
Attachments: None ⓘ
Tax Control Amount: [Empty]

Customer: [Empty]
Customer Taxpayer ID: 23-6003016/001
Name: Pennsylvania Liquor Control Board
Address: [Empty]

Lines ⓘ

View ⓘ + ⓘ Cancel Line

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
Number	Line	Number	Line								
No data to display.											
Total											

A Search and Add Purchase Orders Window will appear.

Supplier - Licensee Special Order Fulfillment Quick Reference Guide

9. Select all **Line(s)** to be invoiced. Because Special Orders do not allow partial shipments, use the **Select All** button to select all lines from the PO.

The screenshot shows the 'Select and Add: Purchase Orders' dialog box. The 'Search' section has 'Purchase Order' set to 80001109 and 'Creation Date' set to m/d/yyyy h:mm a. The 'Search Results' section shows a table with one line selected. The 'Select All' button is highlighted with a red box.

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
80001109	1	1				123 Organic Blanco...	WESTMORELAND ...	6

10. Click **Apply**, then click **OK**.

The screenshot shows the 'Select and Add: Purchase Orders' dialog box. The 'Apply' and 'OK' buttons are highlighted with red boxes. The search results table is the same as in the previous screenshot.

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
80001109	1	1				123 Organic Blanco...	WESTMORELAND ...	6

Line(s) added to the Invoice.

11. Because SO Freight and any supplier-imposed delivery fees are considered non-merchandise fees in Oracle systems, no values for such fees populate from the POs into the line-by-line invoice creation tool. When entering SO Freight, enter a single line, inclusive of total freight for all units in the order, NOT per-bottle freight amounts. SO Freight and delivery fee lines MUST match the equivalent lines available within the order, otherwise payment will be delayed.

The supplier is responsible for calculating the order level SO Freight and SO Delivery Fee amounts. Delivery Fees should be the same as the amount entered in LOOP when you enter the Special Order on behalf of the Licensee. Both Delivery Fees and Base Freight are tied to UDA values entered at the item level in the Supplier Portal.

12. Click the “+” Icon to add invoice lines for SO Freight and SO Delivery Fee (as applicable). Select “Freight” from **Type** dropdown for SO Base Freight, or select “Miscellaneous” for SO Delivery fees.

The screenshot shows the Oracle 'Create Invoice' screen. At the top, there are tabs for 'Invoice Actions' with buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The main form is divided into several sections:

- Identifying PO:** 80001109
- Supplier:** OASIS WINE AND SPIRITS LLC
- Taxpayer ID:** 872079010
- Supplier Site:** PA-PA-GLENS-01
- Address:** 421 ROBERTS AVE, GLENSIDE, PA 19038-3604
- Supplier Tax Registration Number:** (empty)
- Remit-to Bank Account:** (empty)
- Unique Remittance Identifier:** (empty)
- Unique Remittance Identifier Check Digit:** (empty)
- Description:** (empty)
- Attachments:** None
- Tax Control Amount:** (empty)
- Number:** SBS_TEST
- Date:** 1/6/2023
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar

Customer:

- Customer Taxpayer ID:** 23-6003016/001
- Name:** Pennsylvania Liquor Control Board
- Address:** (empty)

Lines:

A red box highlights the 'Lines' section, which includes a table with columns: * Number, * Type, * Number, * Line, * Schedule, Number, Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, and Unit. The table contains three rows:

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit
4	Freight								PLCB CENTRAL OFFIC				
3	Miscellaneous								PLCB CENTRAL OFFIC				
1	Item	80001109	1	1				123 Organic Blanco Tequila 80 Proof	WESTMORELAND POL			6	6

Below the table is a 'Total' row.

Note: SO Orders that were shipped to a PLCB store or LSC will have only SO Base Freight (Freight Type) associated with the order. SO Orders delivered directly to the customer will have both SO Base Freight (Freight Type) and SO Delivery Fees (Miscellaneous Type) associated with the order.

13. Click **Submit**.

ORACLE

Create Invoice ⓘ

Invoice Actions: Save Save and Close **Submit** Cancel

Identifying PO: 80001109
 Supplier: OASIS WINE AND SPIRITS LLC
 Taxpayer ID: 872079010
 Supplier Site: PA-PA-GLENS-01
 Address: 421 ROBERTS AVE. GLENSIDE, PA 19038-3604
 Supplier Tax Registration Number: [Field]
 Remit-to Bank Account: [Field]
 Unique Remittance Identifier: [Field]
 Unique Remittance Identifier Check Digit: [Field]
 Description: [Field]
 Attachments: None +
 Tax Control Amount: [Field]
 Number: SBS_TEST
 Date: 1/5/2023
 Type: INVOICE
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Note: Supplier must click “Submit” to finalize the invoice. If saved but not submitted, the invoice will remain in incomplete status and will not be processed for payment.

A Confirmation message will appear.

ORACLE

Invoice: SBS_TEST

✓ Invoice SBS_TEST has been submitted.

Create Another Done

Identifying PO: 80001109
 Supplier: OASIS WINE AND SPIRITS LLC
 Taxpayer ID: 872079010
 Supplier Site: PA-PA-GLENS-01
 Address: 421 ROBERTS AVE. GLENSIDE, PA 19038-3604
 Supplier Tax Registration Number: [Field]
 Remit-to Bank Account: [Field]
 Unique Remittance Identifier: [Field]
 Unique Remittance Identifier Check Digit: [Field]
 Description: [Field]
 Attachments: None
 Tax Control Amount: [Field]
 Number: SBS_TEST
 Date: 1/6/23
 Type: Invoice
 Invoice Currency: USD
 Payment Currency: USD

Customer

Customer Taxpayer ID: 23-6003016/001
 Legal Entity: Pennsylvania Liquor Control Board
 Address: [Field]

Lines

View ▼

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule Number	Line									
1	ITEM	80001109	1	1			123 Organic Bla...	WESTMORELAND POLO ...				6	38.87	Each
3	MISCELLANEOUS							PLCB CENTRAL OFFICE						
4	FREIGHT							PLCB CENTRAL OFFICE						
Total														

Supplier - Licensee Special Order Fulfillment Quick Reference Guide

14. Click **Printable Page** to view the print version of the invoice.

ORACLE
Invoice: SBS_TEST

Printable Page **Create Another** **Done**

Identifying PO 80001109	Remit-to Bank Account	Number SBS_TEST
Supplier OASIS WINE AND SPIRITS LLC	Unique Remittance Identifier	Date 1/6/23
Taxpayer ID 872079010	Unique Remittance Identifier Check Digit	Type Invoice
Supplier Site PA-PA-GLENS-01	Description	Invoice Currency USD
Address 421 ROBERTS AVE, GLENSIDE, PA 19038-3604	Attachments None	Payment Currency USD
Supplier Tax Registration Number	Tax Control Amount	

Customer

Customer Taxpayer ID 23-6003016/001

Legal Entity Pennsylvania Liquor Control Board

Address

Lines

View ▾

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule	Number									
1	ITEM	80001109	1	1			123 Organic Bla...	WESTMORELAND POLO ...				6	38.87	Each
3	MISCELLANEOUS							PLCB CENTRAL OFFICE						
4	FREIGHT							PLCB CENTRAL OFFICE						
Total														

A New Invoice Window will appear.

Invoice: SBS_TEST

Identifying PO 80001109	Remit-to Bank Account	Number SBS_TEST
Supplier OASIS WINE AND SPIRITS LLC	Unique Remittance Identifier	Date 1/6/23
Taxpayer ID 872079010	Unique Remittance Identifier Check Digit	Type Invoice
Supplier Site PA-PA-GLENS-01	Description	Invoice Currency USD
Address 421 ROBERTS AVE, GLENSIDE, PA 19038-3604	Attachments None	Payment Currency USD
Supplier Tax Registration Number	Tax Control Amount	

Customer

Customer Taxpayer ID 23-6003016/001

Legal Entity Pennsylvania Liquor Control Board

Address

Lines

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule	Number									
1	ITEM	80001109	1	1			123 Organic Bla...	WESTMORELAND POLO ...				6	38.87	Each
3	MISCELLANEOUS							PLCB CENTRAL OFFICE						
4	FREIGHT							PLCB CENTRAL OFFICE						
Total														

Summary Tax Lines

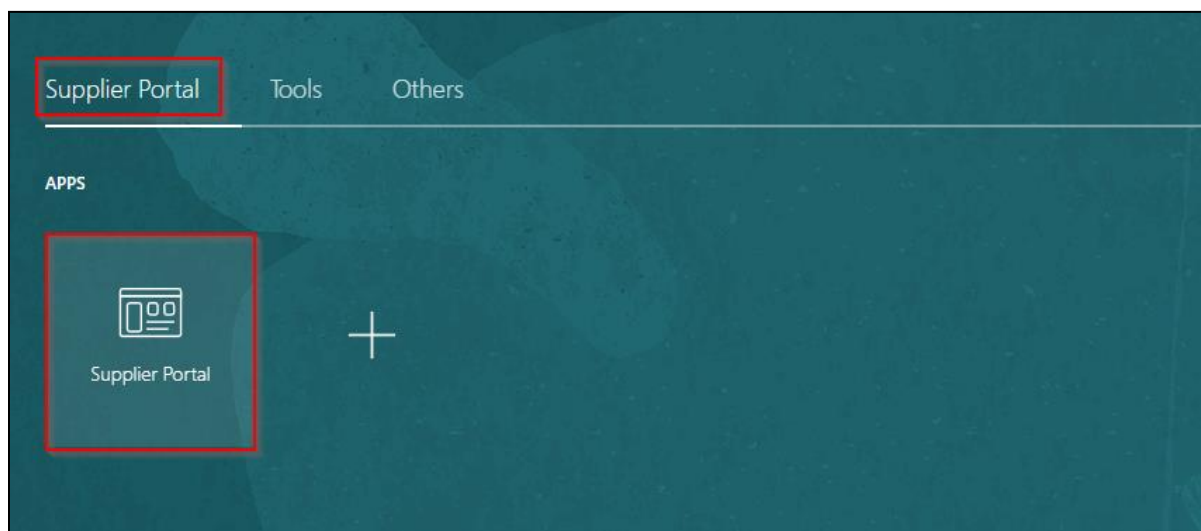
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
Totals								
	Items							
	233.22							
	Freight							
	30.00							
	Miscellaneous							
	25.00							
	Inclusive Tax							
	0.00							
	Exclusive Tax							
	0.00							
	Invoice Amount							
	288.22							

Cancel a Licensee Special Order

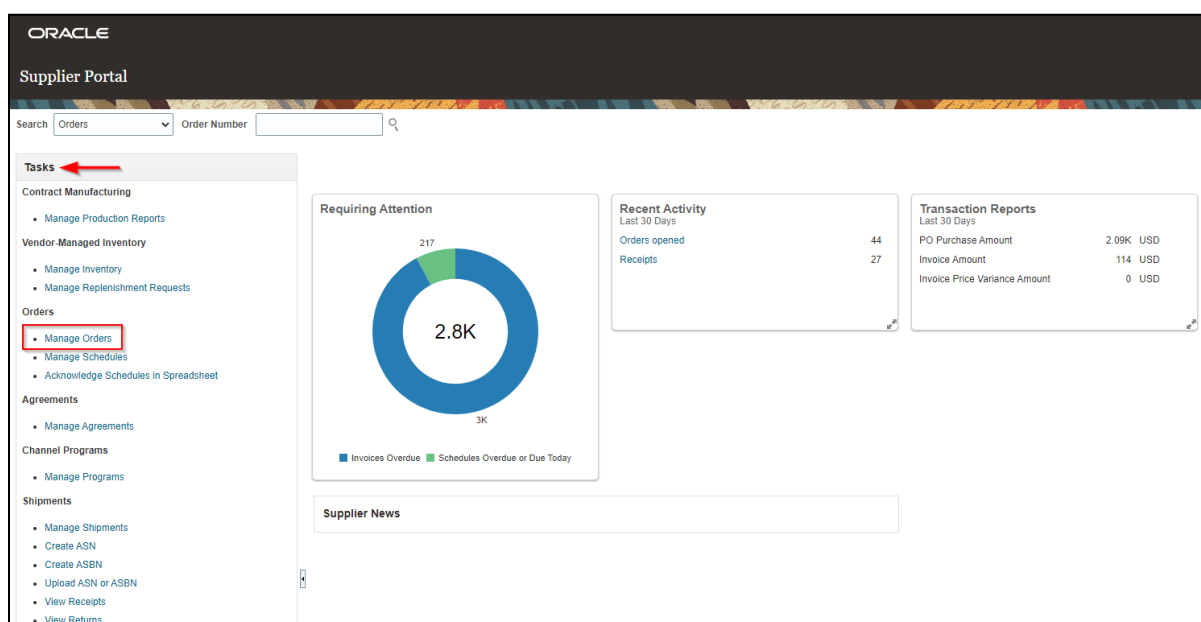
Partial order fulfillment is not allowed for licensee Special Orders. Suppliers must cancel the order (drop ship PO) if they cannot fulfill the order in full.

Link to eLearning Video: [Supplier - Cancel a Licensee Special Order](#)

1. Navigate to the Welcome Springboard.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



3. Click **Manage Orders** from the Tasks List.



4. Enter [PO number] in the **Order**. Click **Search**.

5. Click the **Actions** dropdown, then select **Cancel Document**.

6. Enter comments under Reason Field, then click **OK**.

The screenshot shows the Oracle 'Non-Bailment Order: 80003232' form. A 'Cancel Document' dialog box is open, prompting for a reason. The 'Reason' field contains the text 'Unable to Fill'. The 'OK' button is highlighted with a red box. The background form shows details for the 'General' tab, including 'Sold-to Legal Entity' (Pennsylvania Liquor Control Board), 'Order' (80003232), 'Status' (Open), and 'Buyer' (No Buyer). The 'Terms' tab shows 'Required Acknowledgment' (None) and 'Payment Terms' (Net 60). The 'Additional Information' tab shows 'Purchase Order Type' and 'Contract Type'.

Note: Fields marked with a single asterisk (*) are mandatory fields, therefore must be entered.

A confirmation message will display.

7. Click **OK**.

The screenshot shows the Oracle 'Manage Orders' page. A 'Confirmation' dialog box is open, displaying the message: 'The change order 1 for document Non-Bailment Order number 80013507 was submitted for approval.' The 'OK' button is highlighted with a red box. The background page shows the 'Search' section with filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. The 'Search Results' section shows a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The table is currently empty, with a message 'No search conducted' and 'Columns Hidden: 24'.

Note: Cancellation requests are automatically approved.